

Central Pollution Control Board

IT Division

OFFICE MEMORANDUM

PM-12/71/2023-ADMIN-M-HO-CPCB (Computer No.14297)

Date 19th, Mar, 2024

Subject: - Instructions for the purchase of laptops / notebooks and similar devices for eligible CPCB officers–revised guidelines.

In supersession to IT Division Office Memorandum No. C-12014/62/Comp AMC/2019-20/2387 dated 19.11.2019, regarding purchase of Note Book/Laptop or similar devices, it has been decided that laptop; tablet; phablet; notepad; ultra-book; notebook; net-book; or devices of similar categories may be issued to eligible CPCB officers for discharge of official work. The Competent Authority for issue and purchase of Laptops for eligible CPCB officials will be Member Secretary, CPCB. This would, however, be subject to the following conditions:

Eligibility

a. Eligible Officials	Regional Director, Divisional Head, Administrative Officer, Sc. 'D' & above	Up to 100% both laptop & desktop
b. Need basis issuance	Sc. 'B' & Sc. 'C'	Upto 100% laptop & 50% desktop
	Level 7 to Level 9	50 % officials of sanctioned strength may get laptop subject to DH recommendation.
	Up to Level 6	10% officials may get laptop subject to DH recommendation.
	Divisions / Section / Cell	1 Laptop for each

2. Purchase of Laptop will be done by Material Division in case of HO Delhi and by respective RDs. Material Division shall maintain the record of such devices being issued to eligible CPCB officials. At any given time, it is not necessary to fill up allocated number of devices in above mentioned levels, the requirement shall always be on need basis and subject to recommendation of DH, verification of material/IT Divisions and approval of Member Secretary. It shall be the discretion of Member Secretary to issue or withdraw the allocated devices to eligible officials of CPCB. A centralised system of issuances to be maintained by Material Section in co-ordination with IT Division.

Cost of Device

3. The cost of device including standard software like MS Office and excluding GST (as applicable) shall not exceed Rs.1,00,000/- and for Make-in-India devices



(Local contents more than 40 %) Rs.1,30,000/- respectively. These rates are subject to change in line with the OMs issued by MoF from time to time. The option of optimizing the cost by purchasing bulk licenses of OS, antivirus, and MS Office to be explored.

Safety, Security & Maintenance of Device

4. The officer, who is given the device, shall be personally responsible for its safety and security as well as security of data / information though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his/her personal cost. Procurement of laptop should be done with 1+5 year extended warranty from OEM and/or Vendor. Along with AMC, the administrator access to laptops and desktops to be managed by IT Division.

Need based Issuance:

Issuing the Laptops to the officials below the rank of ScD/ AD/ DH/ RD

5. If the nature of work assigned to the officials below the rank of Sc.D on regular / continuation basis, which requires these devices, the device may be issued on need basis on providing justification in their Division/RD by the concerned official, recommendations by Divisional Head and approval by Member Secretary. However, in this case, total quantity of the laptops will not exceed the maximum ceiling of the available strength of officials below the level of Sc.D as mentioned in para 1 above. Following procedure should be followed to issue the devices to such officials.

(a) All the devices (working and serviceable) available in Material Division should be issued first.

(b) If the requirement is not fulfilled by the existing device or devices are not available with Material Division then new device may be procured.

(c) The need based issue of Laptops is limited to the nature of job assigned to officials in that Division/ RD where he/she is posted. In case of transfer or change of Division or Change of Project in which the earlier laptop is issued, need to be surrendered.

Retention of device:

6. Retention of official Laptop by eligible CPCB officials will be governed as per the following instructions.

(a) Post completion of six years of usage, the officer shall retain the issued device. IT Division shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.

(b) No new device may be sanctioned to an officer who has already been allotted a device up to 6 years except in case of repair which is declared as beyond economical repairs'. In such case, the device shall be retained by the employee after approval of Member Secretary without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be provided by IT Division to Material Division for obtaining approval of Member Secretary and updating the asset records accordingly.

(c) Retention guidelines as enumerated above will not be applicable to the Laptop which is issued to a Division and need bases issuances as per para 2 of the said

OM and it has to be surrendered to Material Division in the event of becoming obsolete for disposal.

(d) The officials who are currently holding more than one laptop will be permitted to retain only one laptop and other laptops are to be surrendered in Material Division.

(e) In case any official want to retain official Laptop at superannuation before completion of 6 years, he will be permitted to do so by paying the book value of the laptop and after approval of Member Secretary.

(f) The eligible officers are expected to use the Laptop only for official use during the period of 6 years from issuance.

Beyond Economical Repair (BER)

7. When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis and should have concurrence of Finance Department of CPCB. For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at **Annexure- I A.**

8. To meet future requirement, one laptop can be issued to Divisions / Sections (wherever required), for general/common use like Presentation, Demonstration etc.

9. This is issued with the approval of Member Secretary, CPCB.


(B. Vinod Babu)
Divisional Head, IT

To:

1. PS to MS: For kind information to MS please
2. All Divisional Heads
3. All Regional Directorates.

Example

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

Formula:

Percentage of depreciation = $(100/72) \times$ No. of months elapsed or completed from the date of purchase of the device.

Date of purchase of device	Date of retirement/leaving the service	Completed months	Depreciation (In %)	Book value of the device/amount to be recovered from the employee
20.04.2023	30.04.2024	12 months	$(12/72) \times 100 = 16.6$	83.4% of the purchase cost
20.04.2023	20.10.2024	18 months	$(18/72) \times 100 = 25$	75% of the purchase cost
20.04.2023	30.04.2025	24 months	$(24/72) \times 100 = 33.3$	66.7% of the purchase cost
20.04.2023	19.03.2026	34 months	$(34/72) \times 100 = 47.2$	52.8% of the purchase cost
		60 Months	$(60/72) \times 100 = 83.3$	16.7% of the purchase cost
		72 Months	$(72/72) \times 100 = 100$	No recovery

*Original amount in this case is 1,00,000/- plus applicable taxes and levies.